



# Take Charge of Your Career

## Applying for a Job

To apply for a job you must make sure that your online application is up-to-date and ready to submit. Remember that you can always edit your application/profile. You may also want to attach electronic documents to your application. The electronic documents can be in PDF or Microsoft Word format

Step	Action
1.	<p>When you view the details of a job posting, the system displays the Job Details screen. To apply for a job click on the <b>Apply for this Posting</b> button.</p> <div></div> <p>Result: RMS displays the <b>Attach a Document</b> screen. You may want to attach your resume and cover letter. The documents must be in PDF or Microsoft Word format.</p>
2.	<p>Click on the <a href="#">Attach</a> hyperlink and select the file that you would like to upload or paste the document in the text box provided.</p> <div></div>
3.	<p>Click on <b>Finished Attaching Documents</b> and then click on <b>yes</b> to confirm that you want to attach the document.</p> <p>Result: RMS gives you a confirmation number.</p>
4.	<p>If you are connected to a printer, print the confirmation number so that you can track the progress of your application and click on <b>OK</b>. If you are not connected to a printer, write down the confirmation number and then click on <b>OK</b>.</p>

# Explore Exciting Opportunities



## Checking Your Application Status

You can check on the status of your applications. You will see three possible status notes:

**In Progress**—The position is still opened and you may or may not be selected for an interview.

**Not Hired**—You are not hired for this position.

**Position Filled**—Another candidate has been hired.

Step	Action
1.	<p>From the home page, click on Application Status.</p> <div></div> <p>Result: RMS displays the Application Status display screen.</p> <div></div> <p><b>IMPORTANT:</b> You can withdraw from the application process by clicking on <a href="#">Withdraw Application</a> hyperlink. After you withdraw your application. Note that you will <b>not be able to re-apply</b> for the position after you withdraw.</p>

## Additional Resources

- Recruit Management System (RMS)  
<https://jobs.agencies.virginia.gov>
- RMS Applicant Inquiry  
[applicantinquiry@dhrm.virginia.gov](mailto:applicantinquiry@dhrm.virginia.gov)
- Department of Human Resource Management (DHRM) Career Center  
<https://jobs.agencies.virginia.gov>
- Your local Virginia Employment Commission (VEC) office  
<http://www.vec.virginia.gov>
- For Computer access only, try your local library
- If you need an email account, you can sign up for free email at one of the following sources from home:  
<http://www.hotmail.com> or <http://www.yahoo.com>



## Welcome to RMS

RMS makes it easy for you to apply for a jobs with the Commonwealth of Virginia. After you enter your job application online, you can simply apply for jobs with a click of the mouse.

## Contents

This quick reference covers the following topics:


- Creating your application.
- Viewing and editing your application.
- Searching for a position.
- Applying for a job.
- Checking your application status.
- Additional resources.

## Getting Started

You will need to have access to the Internet and have a web browser like Internet Explorer loaded on your computer. You will may also want to provide a valid e-mail account. See "Additional Resources" for a list of free e-mail providers.

**IMPORTANT: Before you begin**, gather all the information you need to fill out a State application. You will need your detailed work and education history in addition to references. You may also want to attach an electronic copy of your resume and an electronic copy of a cover letter in either Microsoft Word or PDF format.

Step	Action
1.	Open your web browser.
2.	In the browser's address field, type: <b><a href="http://jobs.agencies.virginia.gov">http://jobs.agencies.virginia.gov</a></b>
3.	Press Enter. Result: The system displays the RMS Home Page


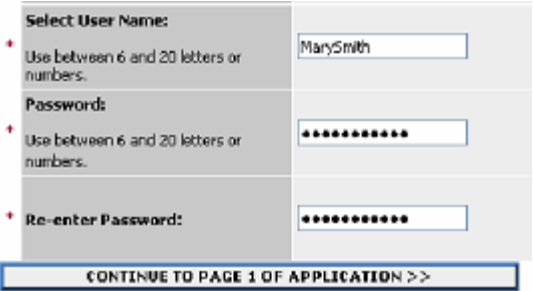
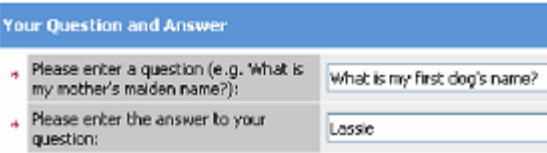


# VIRGINIA JOBS

## Creating Your Application


Before you can apply for a job, you must create an online application. If this is the first time you are using the system, you will also create a User Name and Password.

**IMPORTANT:** You will use this User Name and Password every time you use the system so make sure you write it down.

Step	Action
1.	From the home page click on <b>Create Application</b> . 
2.	Enter a <b>User Name</b> and <b>Password</b> . 
3.	Click on <b>Continue to Page 1 of Application &gt;&gt;</b> .
4.	Enter a security question and answer. 
5.	Click on <b>Save and Continue to Next Page of Application &gt;&gt;</b> . Result: The system displays the first page of the State application. Note that this online application asks for the same information previously required on the paper application.

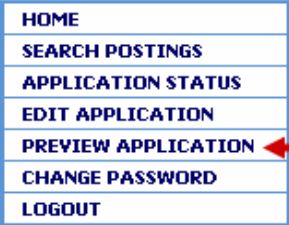
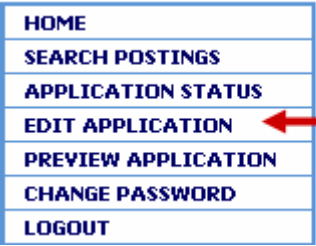
# Apply online... it's easy

## Creating Your Application (Continued)

Step	Action
6.	Read and follow the instructions on the screen to complete your online State application. Use the RMS navigation buttons to navigate. Do <b>not</b> use the Back and Forward buttons on the web browser because you may lose data. 

## Viewing and Editing Your Application


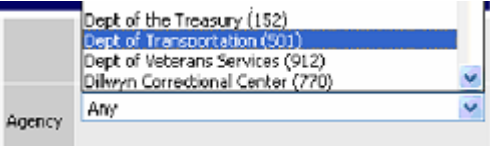

You should carefully review and edit your application before you apply for a specific position. Go to the RMS Home Page to select the **Preview** and **Edit** application features. You are also given an opportunity to view or edit your application after you create your application the first time.

Step	Action
1.	From the home page, click on <b>Preview Application</b> . 
2.	From the home page click on <b>Edit Application</b> . 

*a range of opportunities in state government*

## Searching for a position

You can search for a position before or after you create an online application. RMS enables you to search for a position by title, type, location, and by the agency.

Step	Action
1.	From the home page, click on <b>Search Postings</b> . 
2.	To search for all positions currently available with the Commonwealth of Virginia, click on the arrow next to <b>Agency</b> , and select the agency. You can also narrow the search for positions at by location or job type. 
3.	Click on the <b>SEARCH</b> button at the bottom of the screen.
4.	From the Search Results screen, click on the <b>View</b> hyperlink for a detailed job description.   Result: RMS displays the Job Details screen. You apply for a job from this screen.